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4

OFFICE OF TRAINING

CATALOG OF COURSES

CLANDESTINE SERVICE EDITION



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RETURN TO ARCHIVES & RECORDS DIVISION
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Introduction

This Catalog is published according to a new design, "A Profile of Courses," offered to all Agency managers and supervisors as an instrument for planning a systematic yet flexible training program for the development of their employees.

This approach does not constitute a radical shift in Agency training philosophy or content. Rather, the Profile categorizes courses and other training opportunities into a cohesive pattern to permit training for immediate needs to be determined within the framework of a total training plan for an individual's career. Used in this fashion, training can be a significant tool in career management.

Essentially, the Profile consists of five categories of training available to Agency employees:

A. A core program of broad spectrum courses conducted by the Office of Training for officers of all Directorates. These focus on Agency activities, problems, and broad managerial considerations; the intelligence community; U.S. foreign policy; and international and domestic factors which affect U.S. foreign policy, interests, and intelligence activities. Courses in this category are recommended at specific stages of an individual's career, beginning with the initial stage of employment and proceeding at flexible intervals of 5 to 10 years with increasing sophistication to middle and senior levels of responsibility.

In using training as an instrument of career development, officials in operating components should mesh these core courses with specialized training requirements established for their own personnel. Used in this manner, the core program provides invaluable background for an employee's professional growth in the Agency. Through constant updating and modification these courses endeavor to provide perspective and to be informative and thought provoking. They ordinarily do not provide training in specific skills.

B. General skills training provided by the Office of Training for application Agencywide. Courses in this category typically are offered to employees in all Directorates, to be taken whenever needed in terms of a job demand not peculiar to one Directorate or component. These include supervisory, managerial, briefing, writing, as well as other skills.

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C. Special skills including component training:

1. courses in this category offered by the Office of Training normally relate to a particular job demand within a given Directorate, but occasionally may have applicability to other Directorates as well, as in the case of individuals from various components who are designated to serve abroad with the Clandestine Service. These courses are described in detail in the section of this Catalog entitled, "Special Skills Training."

2. training conducted by components other than the Office of Training usually consists of specialized courses, primarily for their own employees but in many instances for others as well. Among these components are the Office of Planning, Programming and Budgeting; [REDACTED] 25X1A
[REDACTED]; National Photographic Interpretation Center; Imagery Analysis Service; and Office of Economic Research in the Directorate for Intelligence; the Far East, Technical Services, and [REDACTED] 25X1A
Service; Foreign Missile and Space Analysis Center, Offices of Elint, Scientific Intelligence, and Computer Services in DDS&T; and the Offices of Communications, Medical Services, and Security among the Support Services. The Directorate for Science and Technology also conducts a major program, the Career Development Course, for selected officers. Several of these courses merit consideration for officers assigned to components other than the one conducting the training; they are described in the section of this Catalog entitled, "Component Training."

D. External training in a wide variety of programs; this is offered to employees when, in the judgment of Agency officials, such training is regarded as valuable in terms of both general development and specialized need and is not available within the Agency. Among the many full- and part-time opportunities in this category are the senior Service Schools, Federal institutes, management schools and programs, academic programs at colleges and universities, and training activities conducted by military, commercial, and industrial facilities.

E. Foreign language training, internal and external (domestic or overseas). Foreign language mastery is a desirable skill for all Agency personnel but indispensable to those who expect to serve abroad. The Office of Training conducts or arranges programs designed to achieve for the individual officer a lifetime career goal of speaking or reading two foreign lan-

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guages at an intermediate (or 3) level. Depending on the officer's aptitude, language proficiency at EOD, and the advantage taken of overseas assignment, as much as three years of training may be required to achieve this career lifetime goal.

Each of the categories described above has a corresponding section within the body of this Catalog containing individual course descriptions arranged alphabetically by title. Managers, supervisors, and training officers throughout the Agency would do well to gain a thorough knowledge and understanding of all categories of training available -- within the Office of Training, in other Agency components, and externally -- and to incorporate training in planning the professional development of their employees.

The Office of Training, recognizing the rapidity of change in virtually all facets of the Agency's responsibilities and concerns, is striving to assure that training opportunities are current, pertinent, and forward looking. To that end, suggestions and cooperation from operating officials and students are continually and earnestly sought.

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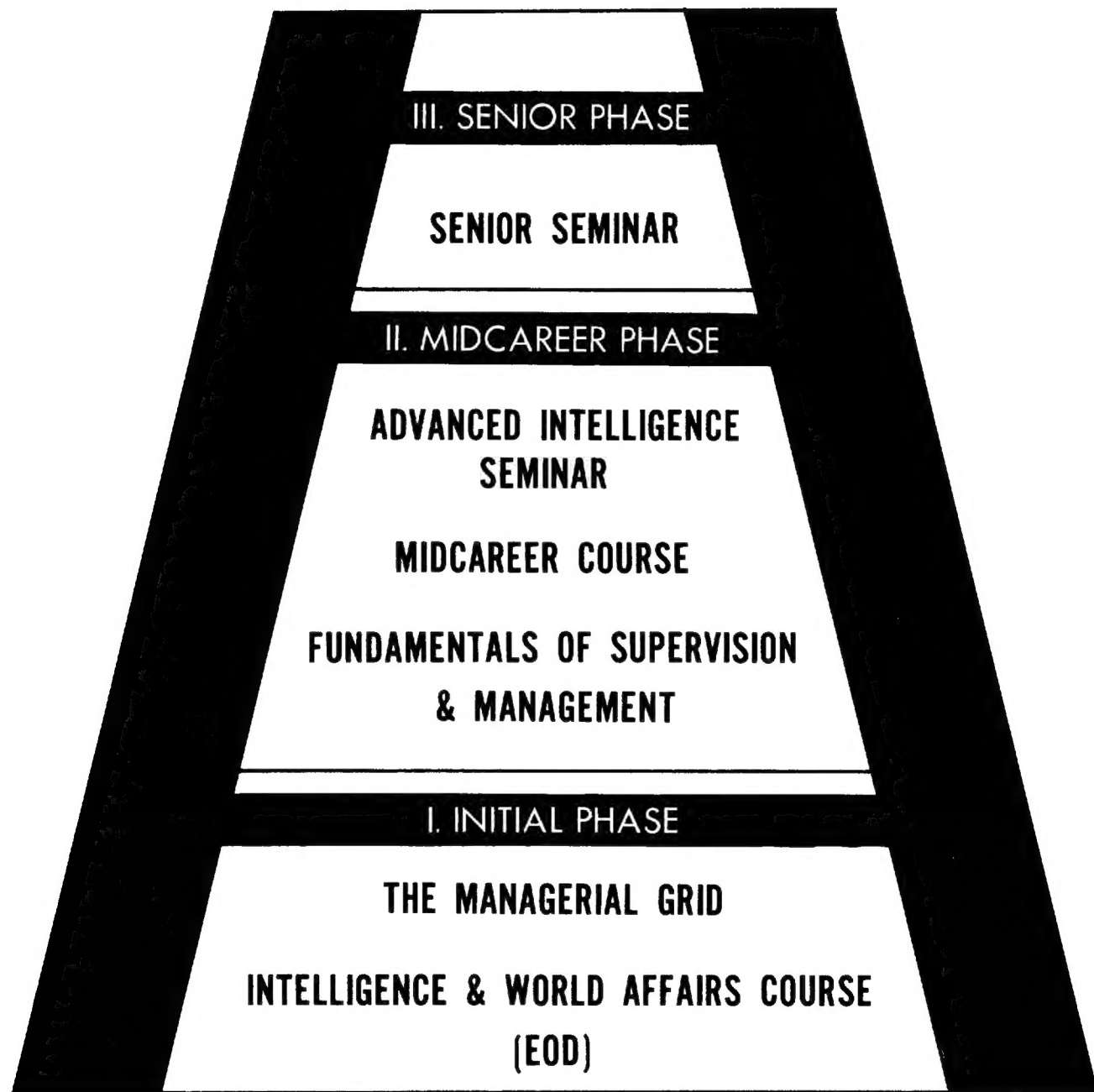
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A PROFILE OF COURSES



TRAINING FOR PROFESSIONAL DEVELOPMENT

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COURSE TITLES

(Alphabetically by Category)

For detailed descriptions of individual courses please refer to the section of this Catalog corresponding to the category in which the course is listed below. Except where noted, all courses listed are conducted by the Office of Training. The OTR Schedule of Courses, published semi-annually, is distributed separately. Form 73, "Request for Internal Training," is required in all instances and, unless otherwise noted in the course description, must be submitted at least one week prior to the beginning of a course.

A. The Core Program

1. Initial Phase (EOD to approximately five years)

Intelligence and World Affairs Course (required at EOD)
Managerial Grid (recommended after three to five years' service)
2. Midcareer Phase (approximately five to 15 years' service)

Fundamentals of Supervision and Management
Midcareer Course
Advanced Intelligence Seminar
3. Senior Phase (approximately 15 or more years' service)

Senior Seminar

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B. General Skills Training (applicable Agencywide)

1. Clerical Training

Administrative Procedures
Clerical Induction
Clerical Orientation
Clerical Refresher - Advanced Shorthand Dictation
Clerical Refresher - Intermediate Shorthand Dictation
Clerical Refresher - Typing Techniques Review
Office Management

2. Communication Skills

Effective Briefing
Effective Writing
Instructor Training Workshop
Intelligence Briefing
Reading Improvement

3. Information Science and Records Management

Application of Information Science to Intelligence Functions
Automatic Data Processing Orientation (conducted by OCS/DDS&T)
Management Science for Intelligence
Microfilm Information Systems Seminar
Records Management - File Procedures Seminar
Records Management - Forms Management Seminar
Records Management - Records Disposal Seminar
Survey of Intelligence Information Systems

4. Overseas Preparation

Orientation for Overseas
Risk of Capture

5. Reorientation to the Agency

CIA: Today and Tomorrow
Special Orientation for Agency Representatives Attending
Senior Officer Schools

6. Supervision and Management

Fundamentals of Budgeting (Formulation)
Fundamentals of Supervision and Management (see Core Program)
Managerial Grid (see Core Program)
Performance Appraisal Workshop
Planning and Control of Work
Project Officer in the Contract Cycle
Survey of Budgeting (conducted by O/PPB)

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CORE COURSES

ADVANCED INTELLIGENCE SEMINAR
(AIS)

Description

The Advanced Intelligence Seminar (AIS) places major emphasis upon current factors affecting the Agency's key functions, role, and effectiveness; international and domestic developments as they bear upon the U.S. intelligence effort; and the outlook for intelligence in the 70's. The Seminar draws on knowledgeable speakers from inside and outside the Agency, and establishes an atmosphere for in-depth dialogue among speakers and participants.

Designed For

Middle and senior grade personnel from all parts of the Agency. Minimum grade GS-13. Graduates of the Midcareer Course should allow approximately three years to elapse before registering for the AIS.

Administrative Data

Conducted By : School of Intelligence and World Affairs

Length : Three weeks, full-time

25X1A

Frequency : Three or four times yearly

Place : First week - [REDACTED]
Second week - Headquarters
Third week - [REDACTED]
Headquarters

25X1A

Class Size : 25 (maximum)

Special Requirements : Candidates should be prepared to participate actively in the Seminar. Form 73, "Request for Internal Training," should be accompanied by a page giving: (a) biographic profile, (b) place and date of birth and Social Security number, for obtaining special clearances.

Registration

Deadline : Three weeks prior to beginning of Seminar.

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FUNDAMENTALS OF SUPERVISION AND MANAGEMENT
(FSM)

Description

This course concentrates on effective managerial behavior, stressing communication, motivation, perception, leadership, and problem-solving/decision-making. Group exercises are supplemented by films and lectures. Emphasis is on practical application and exchange of experience among the students.

Designed For

Supervisors and prospective supervisors at all levels in the Agency.

Administrative Data

Conducted By : Support School

Length : One week, full-time

Frequency : Eight times a year

Place : Chamber of Commerce Building

Class Size : 18 - 38

Special
Requirement : Pre-course work (6-8 hours)

Registration : Three weeks prior to the start of
Deadline : the course to assure distribution
and completion of pre-course work.

INTELLIGENCE AND WORLD AFFAIRS
(IWA)

Description

25X1A This course is an introduction to CIA and to intelligence as a career. The Agency is discussed within the context of the intelligence community. CIA's functions, from the collection of intelligence information through the production and use of finished intelligence, as well as its role in policy implementation, are presented. Primary emphasis is placed on the major targets of US intelligence -- the Soviet Union and the People's Republic of China. The less developed countries and the industrialized countries of [REDACTED] likewise receive attention. Instruction is through the lecture-discussion method, supplemented by readings, exercises, seminars, and films. Many speakers are from the OTR faculty, but a significant number are from other elements of CIA as well as other government agencies. Occasionally non-governmental speakers are used.

Designed For

This course is required for all new professional employees and those advanced from sub-professional to professional status.

Administrative Data

Conducted By : School of Intelligence and World Affairs
Length : Four weeks, full-time
Frequency : Six to eight times a year.
Place : Chamber of Commerce Building
Class Size : 20 - 50

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THE MANAGERIAL GRIDDescription

25X1A This is a copyrighted course designed by 25X1A [REDACTED], to identify managerial styles, to promote open communication, and to convey the concept of on-going critique. The Managerial Grid is an intensive learning experience focusing on problem-solving through personal interaction of students in teams.

Designed For

Employees in Grade GS-07 and above. It is recommended especially for those whose supervisors have attended this course. Eligible employees should attend this program within the first three years of their employment in the Agency.

Administrative Data

Conducted By : Support School

Length : Five days (Sunday evening through Friday noon). Includes evening sessions

Frequency : Approximately eight times a year

Place : In residence [REDACTED]

Class Size : 40 (maximum)

Special Requirement : Pre-course work (approximately 30 hours)

Registration : Four weeks prior to the start of the course

Deadline : to assure distribution and completion of pre-course work.

25X1A

MIDCAREER COURSE
(MCC)

Description

This course is an opportunity for experienced officers of the Agency to widen their knowledge and understanding of the intelligence profession and the milieu in which it is practiced. Phase I, consisting of the Managerial Grid, focuses on managerial styles and organizational communication. Phase II deals with functions, relationships, and problems within the Agency. Phase III concentrates on the Intelligence Community and the broader sphere of international affairs, U.S. foreign policy and activities, and domestic matters as they pertain to foreign relations and the intelligence function.

Designed For

Professional officers, generally at the GS-12/13 level, aged 30 to 40, with five or more years' professional experience, who have need of a broader outlook in executing their responsibilities.

Administrative Data

Conducted By : School of Intelligence and World Affairs

Length : Six weeks, full-time

Frequency : Four times per year

25X1A

25X1A

Place : Three weeks in residence at [REDACTED]
[REDACTED] one week at Headquarters;
one week in residence at [REDACTED]
[REDACTED] one week on field trip

25X1A

25X1A

Class Size : 30 - 32

Selection : Students and alternates are selected by each Directorate and the O/DCI according to quotas established by OTR.

Special Requirements : First week consists of Managerial Grid; students who have had the Grid need not repeat. Form 73, "Request for Internal Training," should include date/place of birth and Social Security number for obtaining special clearances. A biographic profile should accompany Form 73.

Note : This course and the Advanced Intelligence Seminar normally should not be taken within three years of each other.

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SENIOR SEMINAR

Description

The CIA Senior Seminar offers general training for senior officers on intelligence and related subjects. The organization and content of the Seminar are on a level with the Senior Seminar in Foreign Policy, the senior military schools, and the Federal Executive Institute.

The Seminar's objectives are to update senior officers' knowledge of foreign developments and their impact on CIA; to enlarge their understanding of the Agency, its relationships with other parts of government, and the problems and pressures facing Agency management; and to expose the participants to change in American society which is relevant to CIA.

A wide spectrum of topics is covered, including management training, major world trends and problems, the missions and activities of the Agency and the Intelligence Community, CIA's relationships with non-intelligence agencies and other parts of government, domestic problems and trends which impact on CIA, and the future outlook for U.S. intelligence.

The Seminar draws on experts from academic life and private research organizations, officials from other branches and agencies of the government, and knowledgeable officers from throughout the Agency. Specific topics are treated in formal presentations followed by seminar discussions with guest speakers and panels. Films, case studies, and discussions of papers are interspersed. Much of the learning and broadening in the Seminar is derived through the participation of the Seminar participants. Selection of officers who represent different organizational elements and a wide range of work and foreign area experience is therefore an essential element.

(continued)

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Senior Seminar (continued)

Designed For

Officers who are at least grade GS-15, preferably GS-16 and above, who are likely to attain higher responsibilities.

Administrative Data

Conducted By : Senior Seminar Staff

Length : Approximately ten weeks, full-time

Frequency : Twice a year (March-May and September-November)

Place : Chamber of Commerce Building, except for the first week in residence at the [REDACTED] and three days during the latter part of the Seminar on a field trip or in residence outside the Headquarters area.

Class Size : Approximately 15

Special Requirements : Training Selection Board chooses participants from among those nominated by operating components. Biographic profile must be submitted, together with date and place of birth, and Social Security number for purpose of obtaining special clearances.

Nomination Deadline : Form 73, "Request for Internal Training," and accompanying biographic profile are to be submitted to Secretary, Training Selection Board, approximately six weeks before beginning of the Seminar.

25X1A

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GENERAL SKILLS

ADMINISTRATIVE PROCEDURES

Description

This is a two-part course. Part I (for all who are enrolled) consists of a three-day coverage of the missions and functions of the Agency, with emphasis on the Clandestine Service, security problems in overseas correspondence, dispatch and cable procedures, domestic travel, and operational terminology. Part II, which runs for a day and a half, is for CS personnel only and covers CS records, name check procedures, and project approval procedures. Students learn from Regulations, Handbooks, Instructions, lecturers, work exercises, and material especially prepared for self-instruction.

Designed For

New clerical employees in Headquarters offices of the CS or in other offices which work with the CS and provide support to overseas installations.

Administrative Data

Conducted By : Support School

Length : Four and one-half days, full-time

Frequency : Six times a year (additional runnings
will be scheduled if required)

Place : Chamber of Commerce Building

Class Size : 18 (maximum)

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APPLICATION OF INFORMATION SCIENCE TO INTELLIGENCE FUNCTIONS

Description

This course teaches skills in the application of information science to intelligence collection, production and support tasks. It provides a fundamental knowledge of computer systems, systems analysis and design, operations research, probability theory, statistics, information storage and retrieval systems, modeling, gaming, and simulation -- the basic concepts of the technology of information science. Time is devoted to exercises and case studies in which the student gains experience in applying to an actual, logically synthesized, intelligence problem such techniques as linear programming, queuing, network analysis, correlation and regression, etc. In the last week of the course, the student participates in intelligence problem exercises in which he will employ the techniques and procedures learned in the first three weeks.

Designed For

Professional level intelligence officers (GS 9-14) with responsibilities for intelligence collection, production or support. The course is readily understood by those with no technical or scientific training. A two-year period of intelligence experience is desired.

Administrative Data

Conducted By : School of Intelligence and World Affairs

Length : Four weeks, full-time

Frequency : Twice a year

Place

:

Class Size : 15 - 25

Special Requirements : SI Clearance. Form 73, "Request for Internal Training," should be forwarded through the Central Cover Staff for screening. Students from other intelligence community agencies usually attend the course.

Registration

Deadline : Two weeks prior to the beginning of the course.

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FUNDAMENTALS OF BUDGETING (FORMULATION)

Description

This course provides participants with a working knowledge of the fundamental techniques used in preparing budget estimates and familiarizes them with the automated system employed in processing data for the budget. Instructional methods consist of lectures and case problem exercises.

Designed For

Primarily for operating office personnel who are or will be responsible for developing and processing basic financial and statistical data for the Agency program and budget exercises. The course is beneficial also to those who may not be directly involved but are interested in how the budget details are developed.

Administrative Data

Conducted By : SIPS Task Force
Six
Length : ~~Five~~ days, full-time
(Four days one week for problem development and one day the following week for problem analysis)
Frequency : Each month, January through November, 1973. Two or four times a year thereafter.
Place : Headquarters or Chamber of Commerce Bldg.
Class Size : 17 - 21 (maximum)

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EFFECTIVE WRITING

Description

This course concentrates on such fundamentals of writing as: planning, organization, outlining, sentence structure, subject/verb agreement, parallelism, etc. At least one-half of the time will be spent in actual writing, with critiques by instructor. The course is conducted by a cleared contract instructor from the U.S. Department of Agriculture Graduate School.

Designed For

Any employee who requires basic training in writing.

Administrative Data

Conducted By : Support School

Length : Four weeks, part-time, (two 3-hour sessions a week)

Frequency : About six times a year

Place : Chamber of Commerce Building

Class Size : 15 (maximum)

Registration : To meet deadline requirements set by
Deadline : USDA, Form 73, "Request for Internal Training," must be received in OTR 11 working days prior to the start of the course.

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ADMINISTRATIVE - INTERNAL USE ONLY

CLERICAL INDUCTION

Description

This course stresses speed development and remedial work in shorthand and typing for new clerical employees who fail to meet the Agency's standards in these skills. Related subjects such as English usage, office practice, Agency filing, and area studies are also taught as required.

Designed For

Newly hired clerical personnel who need training in typewriting, shorthand, and related subjects.

Administrative Data

Conducted By : Support School

Length : Varies with students' needs,
three week maximum

Frequency : Weekly

Place : Ames Building

Class Size : Depends on the number of new clerical
personnel entering on duty

CLERICAL ORIENTATION

Description

This course provides new clerical employees with an introduction to the Agency, its history, accomplishments, mission, organization, and functions. Students participate in activities which closely resemble those encountered after assignment to their first job. Such activities include practice in security procedures, telephone handling, mailing procedures, and correspondence preparation. Instructional methods include lectures, workshops, films, and laboratory sessions.

Designed For

All new clerical personnel.

Administrative Data

Conducted By : Support School
Length : Four days, full-time
Frequency : Weekly
Place : Ames Building
Class Size : 8 - 50

CLERICAL REFRESHER
ADVANCED SHORTHAND DICTATION

Description

This course includes daily work in shorthand speed building, vocabulary, and transcription practice designed to prepare the participant to take dictation at a speed of 80 words a minute for three minutes and transcribe with five or fewer errors in not more than 20 minutes.

Designed For

Employees with a basic knowledge of any system of shorthand and ability to take dictation at a speed of 70 words a minute.

Administrative Data

Conducted By : Support School

Length : Four weeks, one and one-half hours daily

Frequency : Ten times a year

Place : Ames Building

Class Size : 7 (minimum)

Special Requirement : All applicants must take a test to determine if they can take dictation at a speed of 70 words a minute and can transcribe this dictation with eight or fewer errors in not more than 20 minutes. This test is given the Wednesday preceding the start of the course.

Registration Deadline : Day before test

CLERICAL REFRESHER
INTERMEDIATE SHORTHAND DICTATION

Description

This course provides daily practice in shorthand speed building, vocabulary, and transcription to enable the participant to take dictation at a speed of 70 words a minute for three minutes and to transcribe with four or fewer errors in not more than 20 minutes.

Designed For

Employees with a basic knowledge of any system of shorthand who can take dictation at a speed of 60 words a minute.

Administrative Data

Conducted By : Support School

Length : Four weeks, one and one-half hours daily

Frequency : Ten times a year

Place : Ames Building

Class Size : 7 (minimum)

Special Requirement : All applicants must take a test to determine if they can take dictation at a speed of 60 words a minute and can transcribe this dictation with 12 or fewer errors in not more than 20 minutes. This test is given the Wednesday preceding the start of the course.

Registration Deadline : Day before test

CLERICAL REFRESHER
TYPING TECHNIQUES REVIEW

Description

This course provides employees with the opportunity to meet Agency typing standards by improving their typing accuracy and speed through teacher-directed drills.

Designed For

All employees who know the "touch" system of typing, can type about 30 words a minute, and desire to improve their typing proficiency.

Administrative Data

Conducted By : Support School

Length : Four weeks, one hour daily

Frequency : Ten times a year

Place : Ames Building

Class Size : 7 (minimum)

Special Requirement : To determine applicant's level of competency, a test must be taken the Wednesday preceding the start of the course.

Registration Deadline : Day before pre-test

EFFECTIVE BRIEFINGDescription

This course, conducted by a contract instructor with a Top Secret clearance, teaches participants proper briefing techniques through the preparation and presentation of a series of practice briefings. In addition to receiving constructive criticism from the instructor and co-students, participants have an opportunity to evaluate themselves by means of video tape playback.

Designed For

Senior officers, GS-14 and above, who have briefing responsibilities or who anticipate such assignments in the future. Preference is given to officers who represent the Agency at Congressional hearings, White House briefings, etc.

Administrative Data

Conducted By : Support School

Length : Ten weeks, part-time, one session a week, with six 2-hour sessions and four 3-hour sessions

Frequency : Three times a year

Place : Chamber of Commerce Building

Class Size : 16 (maximum)

Registration : Seven working days prior to the start of
Deadline the course

EFFECTIVE WRITINGDescription

This course concentrates on such fundamentals of writing as: planning, organization, outlining, sentence structure, subject/verb agreement, parallelism, etc. At least one-half of the time will be spent in actual writing, with critiques by instructor. The course is conducted by a cleared contract instructor from the U.S. Department of Agriculture Graduate School.

Designed For

Any employee who requires basic training in writing.

Administrative Data

Conducted By : Support School

Length : Four weeks, part-time, (two 3-hour sessions a week)

Frequency : About six times a year

Place : Chamber of Commerce Building

Class Size : 15 (maximum)

Registration : To meet deadline requirements set by
Deadline : USDA, Form 73, "Request for Internal Training," must be received in OTR 11 working days prior to the start of the course.

INSTRUCTOR TRAINING WORKSHOP
(ITW)

Description

The workshop provides participants with a knowledge of the major principles, methods, and practices of sound instruction; and an opportunity to develop skills as an instructor by applying this knowledge in an instructional setting.

Lectures and presentations are designed to maximize student involvement. Students are not graded during this workshop, but are constructively evaluated by their instructor and fellow students. Students present three units of instruction (15, 20, and 50 minutes) which will be video-taped and played back for self-evaluation. Upon completion of the workshop, participants should be able to analyze their audience and teaching objectives, prepare lesson plans, effectively present the material to be learned, and evaluate the results of their training efforts.

Designed For

Personnel who have or will assume instructional responsibilities within the Agency.

Administrative Data

Conducted By :	Instructional Development Branch, Instructional Support Staff
Length :	Eight days, full-time
Frequency :	Upon request
Place :	Chamber of Commerce Building or other suitable facility
Class Size :	6 - 9 students

INSTRUCTOR TRAINING WORKSHOP
(ITW)

Description

The workshop provides participants with a knowledge of the major principles, methods, and practices of sound instruction; and an opportunity to develop skills as an instructor by applying this knowledge in an instructional setting.

Lectures and presentations are designed to maximize student involvement. Students are not graded during this workshop, but are constructively evaluated by their instructor and fellow students. Students present three units of instruction (15, 20, and 50 minutes) which will be video-taped and played back for self-evaluation. Upon completion of the workshop, participants should be able to analyze their audience and teaching objectives, prepare lesson plans, effectively present the material to be learned, and evaluate the results of their training efforts.

Designed For

Personnel who have or will assume instructional responsibilities within the Agency.

Administrative Data

Conducted By : Instructional Development Branch,
Instructional Support Staff

Length : Eight days, full-time

Frequency : Upon request

Place : Chamber of Commerce Building or other
suitable facility

Class Size : 6 - 9 students

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ADMINISTRATIVE - INTERNAL USE ONLY

INTELLIGENCE BRIEFING
(IB)

Description

The course identifies each participant's strengths and weaknesses as an intelligence briefer and imparts techniques appropriate to individual improvement. Attention is given to the diversity of briefing requirements in the Intelligence Community. Learning is accomplished principally by doing, supplemented by video-tape playback and critiques from co-participants.

Designed For

Agency professionals new to Intelligence or those who have not had adequate training in public speaking or briefing techniques.

Administrative Data

Conducted By :	School of Intelligence and World Affairs
Length :	Four weeks, part-time, two mornings a week
Frequency :	Four or five times a year, September to June
Place :	Chamber of Commerce Building
Class Size :	8 - 10
Special Requirement :	Students will need from a half to a full day of additional time for planning and rehearsing each of their three major presentations.

MANAGEMENT SCIENCE FOR INTELLIGENCE

Description

This course emphasizes the application of systematic and qualitative Information Science methods to management tasks. Emphasis is on conveying to the student an appreciation of the capability, applicability, and limitations of these methods. The student is introduced to the use of computer terminals but skills are not developed.

Designed For

Middle and senior grade managers (GS-12 to 15).

Administrative Data

Conducted By : School of Intelligence and World Affairs

Length : One week, full-time

Frequency : Twice a year

Place : [REDACTED] 25X1A

Class Size : 15 - 25

Special Requirements : SI Clearance. Form 73, "Request for Internal Training," should be forwarded through the Central Cover Staff for screening. Students from other intelligence community agencies usually attend the course.

Registration Deadline : Two weeks prior to the beginning of the course.

Note : Special courses can be arranged for managers in grades GS-16 to 18.

Classified by 17-1817
Exempt from general declassification schedule of E. O. 11652, exemption category: 98(2)
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ORIENTATION FOR OVERSEAS
(00)

Description

This course introduces participants to some of the principal personal challenges encountered while living and working abroad as an Agency employee or dependent. Practical suggestions for meeting these challenges are provided. Specific topics given separate coverage include medical, security, cover, and legal guidelines as well as normal psychological problems. Learning is accomplished through briefings, discussions, films, and readings. Women registrants usually have an opportunity to discuss practical details with a panel of women who have had overseas experience.

Designed For

All employees and dependents sixteen years of age and older who are preparing for their first overseas tours with the Agency.

Administrative Data

Conducted By : School of Intelligence and World Affairs

Length : Two days, full-time; additional half day for women

Frequency : Monthly, February to August (usually first Tuesday and Wednesday)

Place : Headquarters, if space is available; otherwise, Chamber of Commerce Building

Class Size : 8 - 60

Special Requirement : On Form 73, "Request for Internal Training," sponsoring components should indicate: the assigned post, location and length of any previous residence abroad, and any college-level courses taken in social or behavioral sciences. A separate form should be submitted for each dependent, furnishing comparable information.

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PERFORMANCE APPRAISAL

Description

This workshop stresses Performance Appraisal (PA) as a management tool, approaches to Fitness Report (FR) narrative and interviews, ways of increasing objectivity and the problems of rating escalation. It concentrates on exchange of experience among participants and provides all authoritative guidance currently available on FR preparation.

Designed For

Supervisors and prospective supervisors at all levels in the Agency.

Administrative Data

Conducted By : Support School

Length : One day full-time

Frequency : Five times a year

Class Size : 18 - 24

Prerequisite : Supervision or Management or Fundamentals of Supervision and Management

Special Requirement : Pre-course work 2-3 hours

Registration : Two weeks prior to the start of the workshop
Deadline : to assure distribution and completion of pre-course work.

PLANNING AND CONTROL OF WORK

Description

This workshop is designed to convey theory and practical approaches which individuals and organizational components may use in planning and controlling their work. Emphasis is placed on management of time as a critical ingredient of planning, Agency planning and control instruments, steps which supervisors themselves may initiate, and problems associated with these matters.

Designed For

Supervisors and prospective supervisors at all levels in the Agency.

Administrative Data

Conducted By : Support School

Length : One and one-half days, full-time

Frequency : Five times a year

Place : Chamber of Commerce Building

Class Size : 12 - 18

Prerequisite : Supervision or Management or Fundamentals of Supervision and Management

Special Requirement : Pre-course work of 2-3 hours

Registration : Two weeks prior to the start of the workshop

Deadline : to assure distribution and completion of pre-course work.

THE PROJECT OFFICER IN THE CONTRACT CYCLE
(POCC)

Description

This course uses a combination of lecture, case study, and class discussion to convey a basic understanding of the Agency's procurement authorities, its organization for procurement, the contract cycle from pre-proposal planning through settlement, and the responsibilities of the Project Officer's Technical Representative during the cycle. Emphasis is given to contracting for research, development, and engineering. The course is oriented toward the Agency's environment, and a "real world" atmosphere is maintained throughout by dealing in practical terms with problems and situations. Agency personnel conduct two days of the course; three days are conducted by cleared representatives of [REDACTED]

25X1A

Designed For

Personnel presently assigned to, or in training for, positions related to research, development, and engineering in which a knowledge of the contracting cycle and the Agency's organization for procurement is particularly germane.

Administrative Data

Conducted By : Support School

Length : One week, full-time

Frequency : Four times a year

Place : Headquarters

Class Size : Limited to 26 (O/DCI-1, DDI-5, CS-5, DDS&T-6, DDS-9). Minimum - 15

Special Requirement : A few hours reading of pre-course materials

Registration : Two weeks prior to start of course to provide time for distribution and reading of pre-course material.

Deadline

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READING IMPROVEMENTDescription

Directed reading assignments, timed exercises, and lectures are used to develop a more organized approach to job-related reading, with emphasis on improving speed, comprehension, and recall. Students are expected to spend at least one hour a day in practice outside of the classroom. This program is conducted by a cleared contract instructor from the U.S. Department of Agriculture Graduate School.

Designed For

All employees whose work effectiveness would be increased by improved reading skill.

Administrative Data

Conducted By : Support School

Length : Five weeks, part-time, two 2-hour sessions a week

Frequency : About six times a year

Place : Chamber of Commerce Building

Class Size : 22 (maximum)

Note : THIS PAGE IS BEING REVISED.

RECORDS MANAGEMENT - FILE PROCEDURES SEMINARDescription

This one-day seminar teaches the established standards for file operations, recordkeeping equipment, paperwork supplies, and related requisitioning; how to review, convert, and operate a file system; and how to improve the administration of component files and related procedures.

Lecture presentations will be supplemented by guest speakers, films, visual aids, handouts, discussions, and practice exercises.

Designed For

Records Officers, administrative officers, and file supervisors. Supervisors, analysts, secretaries, and others concerned with administration of office file systems and recordkeeping procedures also may enroll.

Administrative Data

Conducted By : Support School

Length : One day -- 0830 to 1630 hours

Frequency : About six times a year

Place : Alternates among the Headquarters, Ames, and Chamber of Commerce Buildings

Class Size : 15 (maximum)

Registration : Submit Form 73, "Request for Internal
Deadline Training," at least one week before date of seminar to permit selection and notification of attendees.

RECORDS MANAGEMENT - FORMS MANAGEMENT SEMINARDescription

This one-day seminar is to familiarize component personnel with the Agency Forms Program and to teach techniques to improve and control the forms required for component operations. The sessions will cover procedure analysis necessary for forms development and design as well as methods for requisitioning forms and reviewing the number of forms in the component.

Lecture presentations will be supplemented by guest speakers, films, visual aids, handouts, discussions, and practice exercises.

Designed For

Records Officers, information control supervisors, and administrative officers. Supervisors, analysts, secretaries and others concerned with administration of information flow and paperwork procedures also may enroll.

Administrative Data

Conducted By : Support School

Length : One day -- 0830 to 1630 hours

Frequency : About six times a year

Place : Alternates among the Headquarters, Ames, and Chamber of Commerce Buildings

Class Size : 15 (maximum)

Registration : Submit Form 73, "Request for Internal
Deadline Training," at least one week before date of seminar to permit selection and notification of attendees.

RECORDS MANAGEMENT - RECORDS DISPOSAL SEMINAR

Description

This one-day seminar teaches how to reduce the volume of office records in an authorized and efficient manner and to improve file disposition control by component personnel. The sessions concentrate on techniques for conducting a records inventory, preparing a records disposition schedule, breaking office files periodically, retiring inactive records, transferring permanent records to Agency Archives, retrieval of stored documents, and destruction of obsolete files and non-record materials.

Lecture presentations will be supplemented by guest speakers, films, visual aids, handouts, discussions, and practice exercises.

Designed For

Records Officers, administrative officers, and file supervisors. Supervisors, analysts, secretaries, and others concerned with administration of office files and recordkeeping procedures also may enroll.

Administrative Data

Conducted By : Support School

Length : One day -- 0830 to 1630 hours

Frequency : About six times a year

Place : Alternates among the Headquarters, Ames,
and Chamber of Commerce Buildings

Class Size : 15 (maximum)

Registration : Submit Form 73, "Request for Internal
Deadline Training," at least one week before date
of seminar to permit selection and notification of attendees.

25X1A

Approved For Release 2000/05/08 : CIA-RDP78-03090A000400040001-2

Approved For Release 2000/05/08 : CIA-RDP78-03090A000400040001-2

SPECIAL ORIENTATION FOR AGENCY REPRESENTATIVES
ATTENDING SENIOR OFFICER SCHOOLS

Description

Significant developments affecting national security policy, current Intelligence Community problems and priorities, CIA activities, and the CIA image are presented. Instruction in techniques for conducting briefings and seminars is included. The program provides an opportunity to meet recent graduates of Senior Officer Schools and senior officials of the Agency.

Designed For

Agency officers who have been selected for attendance at Senior Officer Schools and executive training programs at other educational institutions. The program is optional for those who have recently participated in the Advanced Intelligence Seminar.

Administrative Data

Conducted By : School of Intelligence and World Affairs

Length : Three days, full-time

Frequency : Once a year (usually late June)

Place : Chamber of Commerce Building

Class Size : 30 (maximum)

Registration

Deadline : Two weeks before beginning of course.

Classified by 17-1817
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SURVEY OF INTELLIGENCE INFORMATION SYSTEMS

Description

This course is designed to provide an overview of the information handling systems of the various agencies of the Intelligence Community. It surveys the content, services, capabilities, and limitations of these systems, and includes visits to CRS, NPIC, DIA, and NSA. It teaches elementary skills in the use of storage and retrieval and on-line terminals and the application of these skills to intelligence tasks.

Designed For

Middle and senior grade intelligence officers whose responsibilities require a knowledge of the information handling systems in use in the Intelligence Community.

Administrative Data

Conducted By : School of Intelligence and World Affairs

Length : Three weeks, full-time

Frequency : Twice a year

Place : [REDACTED]

25X1A

Class Size : 15 - 30

Special Requirements : SI Clearance. Form 73, "Request for Internal Training," should be forwarded through the Central Cover Staff for screening. Students from other intelligence community agencies usually attend the course.

Registration

Deadline : Two weeks prior to the beginning of the course.

MICROFILM INFORMATION SYSTEMS SEMINARDescription

This introductory seminar places heavy emphasis on microfilm selection, general microfilm systems concepts, system evaluation, "hardware" considerations, and "state of the art" limitations. This program is conducted by a security-cleared contract instructor.

Designed For

Personnel, grade GS-09 and above, concerned with the feasibility, design, and implementation of microfilm applications.

Administrative Data

Conducted By : Support School

Length : Three days, full-time

Frequency : Three times a year

Place : Headquarters Building

Class Size : 15 (minimum)

Registration : To meet deadline requirements set
Deadline by contractor, Form 73, "Request for Internal Training," must be received in OTR 20 working days before start of course.

2/7/73

OFFICE MANAGEMENTDescription

This seminar examines the role of the office manager in depth with a special emphasis on the utilization of the latest concepts in behavioral science. Included are sessions on communication, motivation, human relations, the executive's viewpoint of the professional secretary's role, and an updating of the organization of the Agency and its relationship to the intelligence community. Selected speakers from both inside and outside the Agency employ techniques which result in maximum student involvement; team exercises, discussions, role playing, films, and lectures are used to gain such involvement.

Designed For


Secretaries and administrative assistants in grade GS-08 and above.

Administrative Data

Conducted By : Support School

Length : Four days, full-time

Frequency : Five times a year

Place : 

Class Size : 14 (maximum)

Registration : Two weeks prior to the beginning
Deadline of the seminar

25X1A

2/7/73

SPECIAL
SKILLS

SPECIAL SKILLS

ADMINISTRATIVE PROCEDURES

Description

This is a two-part course. Part I (for all who are enrolled) consists of a three-day coverage of the missions and functions of the Agency, with emphasis on the Clandestine Service, security problems in overseas correspondence, dispatch and cable procedures, domestic travel, and operational terminology. Part II, which runs for a day and a half, is for CS personnel only and covers CS records, name check procedures, and project approval procedures. Students learn from Regulations, Handbooks, Instructions, lecturers, work exercises, and material especially prepared for self-instruction.

Designed For

New clerical employees in Headquarters offices of the CS or in other offices which work with the CS and provide support to overseas installations.

Administrative Data

Conducted By : Support School

Length : Four and one-half days, full-time

Frequency : Six times a year (additional runnings
will be scheduled if required)

Place : Chamber of Commerce Building

Class Size : 18 (maximum)

Classified by 17-1517
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FIELD ADMINISTRATION
(Formerly Field Finance & Logistics)

Description

25X1A A survey of the Field Regulations and Handbooks pertinent to Finance, Logistics, Personnel, Security, and Travel is fortified by practical exercises in their application and implementation based on typical situations which might be encountered at a small [REDACTED] Instruction in Type II and Type III property accounting procedures and Class B financial accounting procedures constitutes nearly three-fourths of the course. Instruction is accomplished through program-assisted instruction and lectures by the course instructors and visiting speakers.

Designed For

Personnel who will have manifold duties related to finance, logistics, travel, personnel, and security functions at a small overseas station. However, personnel with similar duties at domestic locations or in Headquarters may also benefit from the course.

Administrative Data

Conducted By : Support School

Length : Three weeks, full-time

Frequency : Seven times a year. (Tutorial sessions may be arranged to meet special requirements.)

Place : Chamber of Commerce Building

Class Size : 15 (maximum)

Special Requirement : Form 73, "Request for Internal Training," should show assignment for which the registrant is preparing and give the estimated date of departure. Because of the sequential, skills-oriented nature of much of the instruction, absences for out-processing requirements such as shots, physical exams, etc., should be avoided.

Classified by 17-1317
Exempt from general declassification schedule of E. O. 11652, exemption category: 3B(2)
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GEOGRAPHY OF CHINA

Description

A detailed study of China's regions is followed by a systematic examination of physical and cultural topics that have a bearing on China's international position in economics, military strength, and international relations. Classes are conducted by lectures and laboratory exercises, usually employing maps. The People's Republic of China Atlas is the principal research tool used by students. Lectures are supplemented by slides and motion pictures.

Designed For

Professional employees from all Directorates who have a job-connected responsibility for China.

Administrative Data

Conducted By : School of Intelligence and World Affairs

Length : Three weeks, part-time (Mon-Wed-Fri all day)

Frequency : Twice a year, or on request

Place : Chamber of Commerce Building

Class Size : 7 - 15

Prerequisite : None, although the China Familiarization course is recommended.

Special Requirement : Date and place of birth, and Social Security number must be included on Form 73, "Request for Internal Training," because of special clearances needed for this course.

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INTELLIGENCE PRODUCTION COURSE
(IPC)

Description

This course is designed to help promising young Intelligence Directorate professionals to broaden and deepen their understanding of the methods, problems, and interrelationships of the Intelligence Community. This is accomplished through an examination of the roles of the offices in the Directorate of Intelligence and of related collection, processing, and production components outside the Directorate. In addition, the purposes of finished intelligence and its use in the making of national security policy are explored through visits to the major consumers of finished intelligence.

Designed For

Career Trainees just before permanent assignment, plus selected junior analysts with from one to three years' experience in a Directorate of Intelligence office.

Administrative Data

Conducted By : School of Intelligence and World Affairs

Length : Seven weeks, full-time

Frequency : Twice a year

Place : The class is based in Chamber of Commerce Building, but there are frequent sessions in Headquarters Building and at other locations.

Class Size : 10 - 15

Special Requirements : Special clearances; Form 73, "Request for Internal Training," therefore, should include registrant's date and place of birth, and Social Security number; biographic profile should also be submitted for planning purposes.

Registration : Two weeks prior to beginning of the course

Deadline : to allow time for obtaining necessary clearances.

INTELLIGENCE RESEARCH TECHNIQUES COURSE
(IRTC)

Description

25X1A This course is designed to familiarize the student with research and analytical techniques used in the production of finished intelligence in CIA. The student also receives a working knowledge of the location and capabilities of the various classified information repositories in the Intelligence Community. The course can be tailored to the needs of a group from any particular component.

Designed For

Junior professionals in processing components of the Agency, such as IAS and [REDACTED] who have not had much contact with Agency reference facilities or production offices.

Administrative Data

Conducted By : School of Intelligence and World Affairs

Length : 1 - 2 weeks, full-time

Frequency : On request

Place : Headquarters Building

Class Size : 10 - 15

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INTELLIGENCE WRITING WORKSHOP
(IWW)

Formerly Writing Workshop (Intermediate)

Description

The workshop examines the principles of effective intelligence writing, with emphasis on the analytical process in intelligence and problems associated with it. Aside from the general areas of clarity, accuracy, logic, and compositional structure, the course deals with report organization, writing techniques used in the Agency's intelligence production offices, and actual writing assignments based on intelligence information from these offices. Each session begins with a lecture covering the topic under discussion. During the balance of the session, students work on assigned exercises and reports writing projects. At that time, they are also given extensive individual counseling by the instructor, who reviews their work in detail.

Designed For

Agency professionals who need to improve their intelligence writing techniques.

Administrative Data

Conducted By : School of Intelligence and World Affairs

Length : Four weeks, part-time (Mon-Wed or Tue-Thu mornings)

Frequency : 5 - 6 times a year

Place : Chamber of Commerce Building

Class Size : 6 - 10

Prerequisite : Satisfactory completion of the Effective Writing course or achievement of a qualifying score on the Intelligence Writing Workshop pretest. For information on the scheduling of these tests, call the Psychological Services Staff, Office of Medical Services, ext. 3247.

Registration

Deadline : Two weeks prior to beginning of Workshop.

25X1A

Approved For Release 2000/05/08 : CIA-RDP78-03090A000400040001-2

Approved For Release 2000/05/08 : CIA-RDP78-03090A000400040001-2

INTRODUCTION TO MAP READING AND IMAGERY ANALYSIS

Description

This course uses lectures, demonstrations, a programed text (in Map Reading) and practical exercises to familiarize students with map reading and photo interpretation techniques. The students also make a flight during which they photograph designated targets with Polaroid cameras and identify objects from the air.

Designed For

Professional officers from all Directorates who need to use maps effectively and to do simple photographic interpretation.

Administrative Data

Conducted By : School of Intelligence and World Affairs
Length : Mon-Wed-Fri, all day for eight class days
Frequency : Twice a year, or on request
Place : Chamber of Commerce Building
Class Size : 7 - 12

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LATIN AMERICAN AREA SEMINAR
(LA Seminar)

Description

The seminar enables participants to examine Latin American problems from a variety of viewpoints, including those of U.S. academicians and intelligence analysts and of Latin Americans. Lectures and panel discussions are designed to stimulate participation by members and to facilitate sharing of experiences and ideas. Members will be asked to prepare papers for discussion in sessions during the final week.

Designed For

Latin American specialists in production of basic, current, or estimative intelligence and in intelligence collection, evaluation, and operations.

Administrative Data

Conducted By : School of Intelligence and World Affairs

Length : Twelve weeks, part-time (Tuesday pm for first ten weeks, no class in 11th week, all day Mon-Tue of 12th week)

Frequency : Twice a year

Place : Chamber of Commerce Building (first ten weeks); in residence at [REDACTED] (in 12th week)

Class Size : 10 (maximum)

Prerequisite : Three years' experience, academic and/or professional, in the Latin American field.

Registration

Deadline : Two weeks prior to beginning of seminar.

25X1A

25X1A

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MANAGEMENT & SERVICES REVIEW
~~SUPPORT SERVICES REVIEW~~
TRENDS AND HIGHLIGHTS

Description

This course is informal and comfortably paced to provide an environment in which members of the various career services of the Support Directorate may meet and get to know one another in order to enhance work relationships. Lectures, tours, and demonstrations are intermixed, highlighting the contemporary scene and offering projections and predictions of things to come in Support. There are presentations by all Offices in the Support Directorate.

Designed For

Support careerists in grades GS-09 through GS-15 and senior secretaries GS-06 through GS-08. Additionally, a limited number of careerists from other Directorates are invited to attend. Personnel with less than two years' service in the Agency should not be enrolled in this course.

Administrative Data

Conducted By : Support School

Length : One week, full-time

Frequency : Six times a year

25X1A

Place :

Class Size : 54 (maximum)

Special Requirement : Students are expected to live at 25X1A For the entire week, availing themselves of the opportunity in the evenings for informal discussion, reading, or just relaxing.

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USSR COUNTRY SURVEY

Description

Following a short review of the historical development of the USSR, the course concentrates on current conditions in the USSR, including Soviet interpretations of Marxist-Leninist doctrine, Communist Party and government organization and relations, economic and military capabilities, the social system, and foreign policies. Lectures, assigned readings, and discussions are supplemented by films.

Designed For

Professional employees working on the Soviet Union or on related subjects requiring knowledge of Soviet developments.

Administrative Data

Conducted By : School of Intelligence and World Affairs
Length : Two weeks, full-time
Frequency : Twice a year.
Place : Chamber of Commerce Building
Class Size : 8 (minimum)

Classified by 17-1517
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Approved For Release 2000/05/08 : CIA-RDP78-03090A000400040001-2

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COMPONENT

COMPONENT

Until the revision of this section
is distributed, please insert here
the section from the 1970 OTR Catalog.

EXTERNAL

EXTERNAL

Until the revision of this section
is distributed, please insert here
the section from the 1970 OTR Catalog.

FOREIGN LANGUAGES

THE LANGUAGE SCHOOL

The mission of the OTR Language School is: (1) to provide language training for Agency personnel; (2) to conduct proficiency testing for the Agency's inventory of language skills; and (3) to support the activities of the Agency's Language Development Committee.

The School offers a variety of language courses ranging from intensive full-time courses of 52 weeks to short, part-time familiarization programs. Instruction is offered in 21 languages including, under special circumstances, English as a foreign language. Although most courses teach the three skills of speaking, understanding and reading combined, the School also offers special training in reading and aural comprehension as separate skills.

25X1A

The language laboratories, one in the Language School and one in the Headquarters Building (Room 1D-1609), are available to language students. The laboratories are well equipped and include tapes in 60 different languages. Both laboratories are open 24 hours a day. The Language School library maintains a collection of language and linguistics books as well as a tape lending service. Tapes in cassette form for self-study of foreign languages are available to all Agency employees through the Language School librarian (x3477).

The Agency Language Proficiency Testing Program establishes the current language competence of Agency employees, giving management a record of language competence to measure against job requirements. The Language School routinely tests in about 35 languages and can make use of external testing facilities for other languages under special circumstances.

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LANGUAGE SCHOOL ADMINISTRATIVE NOTES

Enrollment in all language courses is accomplished by submitting Form 73, "Request for Internal Training," to OTR/ISS/AIR at least six weeks in advance of the scheduled training (see OTR Schedule of Courses). Language training should be requested by Course Title -- Language and number (e.g., Russian 753). Before the training begins, each student is required to take the Modern Language Aptitude Test (MLAT) administered by the Psychological Services Staff. Students should be well briefed by their components as to the expected accomplishment at the Language School so that all are in agreement concerning training goals.

Except for the 750-780 Series and some courses in the Before-and-After Hours (BAHLT) program, all courses are conducted at the Language School in the Chamber of Commerce Building. Under special circumstances, certain off-premises language training of a sensitive nature can be arranged by contacting Chief, Special Training & Testing, LS/TR (x3271).

Three to six students usually comprise a class. The Language School reserves the right to cancel scheduled courses when fewer than three students are signed up for the course. Individual tutorial instruction is normally not offered, primarily for economic reasons. However, when instructors are free and space is available, such instruction will be considered.

Please note that "expected proficiencies" as shown in the course descriptions are for well motivated students of average language aptitude. Some students with higher aptitude may do better, those with less than average aptitude may not achieve the indicated proficiency level. Poorly motivated students will probably not achieve these levels.*

In instances where courses are offered a specific number of times each year, see the Schedule of Courses for beginning dates. In those instances where the offering is "to be negotiated," the responsible office and the Language School will work out the details of starting and ending dates, number of students, and special problems. It is expected that students will remain in language training for the entire course. Early withdrawal must be by memorandum, approved by the Deputy

* See Appendix A for description of proficiency levels.

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Director concerned.¹ In planning for language training, students should be advised that the Language School is closed for two weeks at Christmas and for two weeks around the 4th of July.

In addition to those courses listed in the OTR Catalog, other language training is available as follows:

a. Advanced Language Training. To the degree possible, advanced students will be accepted if they can be fitted into an ongoing class or, if space, instructors, and availability of students with similar qualifications permit, a special class may be formed. Only in exceptional cases will students be accepted for training above the "3" ("2" in Chinese and Japanese) level and no training will be offered above the "4" level.

b. Aural Comprehension Training. Where listening and understanding are the prime requisites, full-time and part-time comprehension training can be arranged.

c. Clandestine Service Language Maintenance Program. The CS Language Maintenance Program is funded by the Office of Training and is managed by the DDP/TRO. The purpose of the program is to enable CS employees with a tested proficiency of at least an "S-2-2+" to maintain or improve their proficiency. Instruction is provided by language-qualified staff employees tested and approved by the Language School. Classes meet twice a week throughout the year and are organized if there is a sufficient demand for such training and if instructors are available. Enrollment in these classes is by application to the DDP/TRO.

Following is a guide to courses offered by the Language School. In addition to these languages, the School has a limited capability to teach in Azerbaijani, Czech, Danish, Dari (Afghan Persian), Dutch, and Estonian.

Except as noted in c. above, information on any of the programs listed, or special programs desired, may be obtained from the appropriate Department Chief of the Language School.

¹Executive Director-Comptroller memorandum for DDP, DDI, DDS, DDS&T, Subject: "The Foreign Language Development Program," dtd. 17 May 1968, Para 3c.

INDEX TO
 LANGUAGE SCHOOL COURSES
 (See following pages for complete description of each series)

Courses Languages	FULL-TIME		PART-TIME						
	100	120	110	510	610/ 615	710	730	735	750/ 780
Chinese	x		x				x	x	(1)
French	x	x	x	x	x				(1)
German	x		x	x	x				
Greek	x		x	x					
Indonesian	x			x					
Italian	x		x	x					
Japanese	x								
Lao	x					x			
Persian	x			x		x			
Polish	x		x	x					
Portuguese	x	x		x					
Romanian	x		x	x					
Russian	x		x	x	x				(1)
Serbo-Croatian	x		x	x					
Spanish	x	x	x	x	x				(1)
Swedish	x		x	x					
Thai	x					x			
Turkish	x								
Vietnamese	x	x		x					

¹Part-time courses given at Headquarters

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Director concerned.¹ In planning for language training, students should be advised that the Language School is closed for two weeks at Christmas and for two weeks around the 4th of July.

In addition to those courses listed in the OTR Catalog, other language training is available as follows:

a. Advanced Language Training. To the degree possible, advanced students will be accepted if they can be fitted into an ongoing class or, if space, instructors, and availability of students with similar qualifications permit, a special class may be formed. Only in exceptional cases will students be accepted for training above the "3" ("2" in Chinese and Japanese) level and no training will be offered above the "4" level.

b. Aural Comprehension Training. Where listening and understanding are the prime requisites, full-time and part-time comprehension training can be arranged.

c. Clandestine Service Language Maintenance Program. The CS Language Maintenance Program is funded by the Office of Training and is managed by the DDP/TRO. The purpose of the program is to enable CS employees with a tested proficiency of at least an "S-2-2+" to maintain or improve their proficiency. Instruction is provided by language-qualified staff employees tested and approved by the Language School. Classes meet twice a week throughout the year and are organized if there is a sufficient demand for such training and if instructors are available. Enrollment in these classes is by application to the DDP/TRO.

Following is a guide to courses offered by the Language School. In addition to these languages, the School has a limited capability to teach in Azerbaijani, Czech, Danish, Dari (Afghan Persian), Dutch, and Estonian.

Except as noted in c. above, information on any of the programs listed, or special programs desired, may be obtained from the appropriate Department Chief of the Language School.

¹ Executive Director-Comptroller memorandum for DDP, DDI, DDS, DDS&T, Subject: "The Foreign Language Development Program," dtd. 17 May 1968, Para 3c.

INDEX TO
 LANGUAGE SCHOOL COURSES
 (See following pages for complete description of each series)

Courses Languages	FULL-TIME		PART-TIME						
	100	120	110	510	610/ 615	710	730	735	750/ 780
Chinese	x		x				x	x	(1)
French	x	x	x	x	x				(1)
German	x		x	x	x				
Greek	x		x	x					
Indonesian	x			x					
Italian	x		x	x					
Japanese	x								
Lao	x					x			
Persian	x			x		x			
Polish	x		x	x					
Portuguese	x	x		x					
Romanian	x		x	x					
Russian	x		x	x	x				(1)
Serbo-Croatian	x		x	x					
Spanish	x	x	x	x	x				(1)
Swedish	x		x	x					
Thai	x					x			
Turkish	x								
Vietnamese	x	x		x					

¹Part-time courses given at Headquarters

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SERIES 100 COURSES
 (Full-Time Beginners)

COURSE	LENGTH ¹	# OF OFFERINGS EACH YEAR	EXPECTED PROFICIENCY ²
Arabic 100	44 Weeks	(To be negotiated)	S-2+, R-2+
Chinese 100 (Mandarin) ⁶	44 Weeks	2	S-2+, R-1+
French 100	28 Weeks ⁸	6	S-2+, R-3
Greek 100	44 Weeks	(To be negotiated)	S-3, R-3
German 100	28 Weeks	6	S-2+, R-3
Indonesian 100 ⁷	24 Weeks	3	S-3, R-3
Italian 100	28 Weeks	3	S-2+, R-3
Japanese 100 ⁶	44 Weeks	2	S-2, R-1
Lao 100	36 Weeks	(To be negotiated)	S-3, R-2+
Persian 100 ⁴	36 Weeks	3	S-3, R-3
Polish 100	28 Weeks	3	S-2, R-2
Portuguese 100 ³	30 Weeks	3	S-2+, R-3
Romanian 100	36 Weeks ⁸	3	S-2+, R-3
Russian 100	52 Weeks	3	S-3, R-3+
Serbo-Croatian 100	28 Weeks	3	S-2, R-2+
Spanish 100	28 Weeks	6	S-2+, R-3
Swedish 100	28 Weeks	(To be negotiated)	S-2+, R-3
Thai 100	36 Weeks	3	S-3, R-2+
Turkish 100	40 Weeks	(To be negotiated)	S-3, R-3
Vietnamese 100	44 Weeks	3	S-3, R-3

PURPOSE: Series 100 Courses are intensive full-time Reading, Speaking and Understanding (RSU) Courses for beginning students who require a language competence which will enable them to communicate with reasonable fluency and accuracy with native speakers of the language on subjects to include social amenities, travel and day-to-day personal affairs; to discuss with some degree of fluency social, political, economic and cultural matters; to conduct day-to-day operations abroad; and to read and translate simple newspaper articles and documents pertinent to their assignments.⁵

SCOPE: These courses include training in a basic vocabulary of 2500-5000 words (depending upon the language), standard sound systems of the language and the major grammatical features of the language. Although speaking and aural comprehension are emphasized, reading and reading comprehension comprise a major part of the course. Sufficient writing training is included to enable the student to, at least, compose simple messages and letters.⁵

PREREQUISITES: Modern Language Aptitude Test

- ¹Five days a week from 0845-1645.
- ²For well motivated students of average aptitude.
- ³Brazilian.
- ⁴Also available in Afghan Farsi on a negotiated basis.
- ⁵In Chinese and Japanese the student will be able to read and write simple classroom materials only.
- ⁶Qualifying Course for FSI's Taichung or Yokohama Schools.
- ⁷Indonesian may be a substitute for Malay.
- ⁸Should achieve S-2, R-2 level in 28 weeks.

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SERIES 110 COURSES

(Part-Time Beginners)

COURSE	LENGTH ¹	# OF OFFERINGS EACH YEAR	EXPECTED PROFICIENCY ²
Chinese 110 (Mandarin)	1400 Hours	(To be negotiated)	S-2, R-2
French 110	400 Hours	6	S-2, R-2
German 110	500 Hours	6	S-2, R-2
Greek 110	700 Hours	3	S-2, R-2+
Italian 110	400 Hours	6	S-2, R-2
Polish 110	700 Hours	3	S-2, R-2+
Romanian 110	500 Hours	2	S-2, R-2
Russian 110	700 Hours	3	S-2, R-2+
Serbo-Croatian 110	700 Hours	3	S-2, R-2+
Spanish 110	400 Hours	6	S-2, R-2
Swedish 110	400 Hours	6	S-2, R-2

PURPOSE : Series 110 Courses are similar in purpose to Series 100 except that 110 Courses are part-time courses.

SCOPE : Similar to Series 100 except that the vocabulary may be somewhat smaller.

PREREQUISITES: Modern Language Aptitude Test.

¹M-W-F or T-Th, 0900-1200 or 1300-1600 hours

²For well motivated students of average aptitude

SERIES 120 COURSES

(Full-Time Short Course)

COURSE	LENGTH ¹	# OF OFFERINGS EACH YEAR	EXPECTED PROFICIENCY ²
French 120	13 Weeks	6	S-1+, R-2
Portuguese 120 (Brazilian)	13 Weeks	3	S-1+, R-2
Spanish 120	13 Weeks	6	S-1+, R-2
Vietnamese 120	6 Weeks	(To be negotiated)	S-1+, R-0+

PURPOSE : Series 120 Courses are full-time shortened versions of the Series 100 Courses and are for employees who require only a limited capability in reading, speaking and understanding the language in order to handle routine social situations, normal day-to-day personal affairs and simple operational or operational support tasks abroad.

SCOPE : Series 120 Courses are Reading, Speaking, Understanding (RSU) courses covering a basic vocabulary of 1000-2000 words (depending upon the language), standard sound systems and major grammatical features. Reading, and in some cases, translation is included but with less emphasis than is given speaking and aural comprehension. Writing is included only to the degree that a student must be able to write the language as an aid to reading and speaking.

PREREQUISITES : Modern Language Aptitude Test.

¹Five days a week from 0845-1645 hours

²For well motivated students of average aptitude

SERIES 510 COURSES

(Part-Time Reading)

COURSE	LENGTH ¹	# OF OFFERINGS EACH YEAR	EXPECTED PROFICIENCY ²
Arabic 510	750 Hours ³	(To be negotiated)	R-3
French 510	400 Hours	" " "	R-3
German 510	500 Hours	" " "	R-3
Greek 510	600 Hours	" " "	R-3
Indonesian 510	250 Hours	" " "	R-3
Italian 510	400 Hours	" " "	R-3
Persian 510	400 Hours ⁴	" " "	R-2+
Polish 510	600 Hours ⁴	" " "	R-3
Portuguese 510	400 Hours	" " "	R-3
Romanian 510	500 Hours ⁴	" " "	R-2+
Russian 510	600 Hours ⁴	" " "	R-3
Serbo-Croatian 510	600 Hours ⁴	" " "	R-3
Spanish 510	400 Hours	" " "	R-3
Swedish 510	400 Hours	" " "	R-3
Vietnamese 510	350 Hours	" " "	R-3

PURPOSE : Series 510 Courses are part-time reading (R) only courses. These courses are designed to prepare the student to read and translate, with a dictionary where necessary, correspondence, reports, ordinary non-technical and non-specialized publications, newspapers, documents or other materials. Further supervised on-the-job development as a translator would be appropriate if complete accuracy is expected.

SCOPE : Series 510 Courses include major grammatical features and the vocabulary (2000-5000 words depending upon the language) most likely to be found in publications, newspapers and documents. Where necessary, appropriate political, economic, and military terminology will be included. Some speaking is included as an aid to learning the written language.

PREREQUISITES: Modern Language Aptitude Test. (See ³ below.)

¹Three or five half days a week.

²For well motivated students of average aptitude.

³Three 250 hour segments; satisfactory completion of one segment required for advancement to the subsequent segment.

⁴After 200 hours the student should rate R-1 and at 400 hours R-2. Student may opt for the 200, 400, or 600 hours schedule.

SERIES 610-615 COURSES

(Before-and-After-Hours "BAHLT")

COURSE	LENGTH ¹	# OF OFFERINGS EACH YEAR	EXPECTED PROFICIENCY
French 610	40 Weeks	1	S-1+
French 615	40 Weeks	1	S-2
German 610	40 Weeks	1	S-1+
German 615	40 Weeks	1	S-2
Russian 610	40 Weeks	1	S-1
Russian 615	40 Weeks	1	S-1+
Spanish 610	40 Weeks	1	S-1+
Spanish 615	40 Weeks	1	S-2

PURPOSE : Series 610 and 615 Courses are for personnel who desire language training in the most common languages but who are unable to participate in such training during the regular workday. The 610 Courses are for beginners. The 615 Courses are for those who have completed the 610 Course and wish to continue or for other personnel who qualify for second-year instruction in accordance with criteria determined by the Language School.

SCOPE : The 610 Courses cover the sound system and the basic grammatical structures of each language and include a limited vocabulary. Although these are essentially speaking courses, some reading and writing are included as natural concomitants to the speaking and understanding. The 615 Courses are natural expansions of the 610 Courses.

LOCATION : Classes will normally be held either at Headquarters or at the Language School, Chamber of Commerce Building.

PREREQUISITES : Modern Language Aptitude Test. For the 615 Series the student must either have satisfactorily completed the 610 Series Course or meet qualifications of proficiency.

¹ Classes meet 5 hours per week before 0830 or after 1700 hours, 40 weeks per year for each series. The term begins with the first full workweek in September.

SERIES 710 COURSES

(Part-Time Familiarization)

COURSE	LENGTH	# OF OFFERINGS EACH YEAR	EXPECTED PROFICIENCY
Arabic 710	30 Hours	(To be negotiated)	A demonstrated ability to transliterate to English
Lao 710	30 Hours	" " "	
Persian 710	30 Hours	" " "	
Russian (See 750 Series)			
Thai 710	30 Hours	" " "	

PURPOSE : Series 710 Courses are primarily for personnel who have a need for a very limited knowledge of the language for transliteration purposes. Students should be able to transliterate into English personal and place names and identify titles of publications and legends on maps.

SCOPE : Emphasis is placed on a recognition of the alphabet and its application in identifying personal and place names, etc. A small amount of vocabulary and grammar, necessary for the practical objectives of this course, is also taught.

PREREQUISITES : None.

SERIES 730 COURSES

(Part-Time Specialized)

COURSE	LENGTH	# OF OFFERINGS EACH YEAR	EXPECTED PROFICIENCY
Chinese 730 (Mandarin)	40 Hours	(To be negotiated)	(See ¹ below)

PURPOSE : This course will enable the student to find a CHINESE CHARACTER in a Chinese dictionary or telecode book.

SCOPE : In this course the student will be taught to recognize the radical in a Chinese character and count the strokes in the remainder of the character. He will learn the ten basic forms that count as single strokes and the variant forms of each. (Radicals and stroke counts are used to arrange Chinese characters in dictionary order.)

PREREQUISITES : None.

¹At the completion of this training the student should be able to find 95% of a list of randomly selected Chinese characters in an average time of 2-1/2 minutes per character.

SERIES 735 COURSES

(Part-Time Maintenance)

COURSE	LENGTH ¹	# OF OFFERINGS EACH YEAR	EXPECTED PROFICIENCY
Chinese 735 (Mandarin)		(To be negotiated)	(See ² below)

PURPOSE : This is a maintenance course only and is designed for those employees who are able to speak Chinese Mandarin at the "3" level and wish to maintain their spoken skill.

SCOPE : This is essentially a free-conversation course and is not particularly structured. The class meets and discusses current events, problems of translation, or other matters of interest, all in Chinese.

PREREQUISITES : A proficiency level of S-3 or better. Exceptions may be made if the circumstances of a particular case warrants such action.

¹This course meets twice weekly for a total of three hours. Due to space and instructor limitations, this course is subject to cancellation without notice.

²The student should maintain his S-3 or better capability.

SERIES 750 COURSES
(Part-Time Russian)
(Given at Headquarters)

- NOTES: a Except for Russian 751, which is offered primarily in the interests of SB Division, the remainder of the 750 Russian Courses are scheduled in the interests of the Directorate of Intelligence. All Russian Series 750 Courses are presented in the Headquarters Building.
- b It has been estimated that two hours of outside study will be required for each hour of class participation in Courses 752-758. Only those individuals who are able to maintain an excellent attendance record should apply for admission to these courses.

RUSSIAN 751 (Russian Conversation)

This¹ is a reading, speaking, and understanding part-time course for SB personnel who have an S-2+ to 3 proficiency and who wish to preserve or improve their speaking and reading skills. The program consists mainly of conversation on current events, supplemented by reading contemporary Russian authors. Prerequisite: S-2, R-2+ proficiency and an interview with the instructor.

RUSSIAN 752 (Russian Familiarization)

This is a 24-hour, 2-hour per week, course in which students learn to transliterate from Russian to English according to the Board of Geographic Names system. Students also learn a small amount of vocabulary and grammar.

RUSSIAN 753 (Russian Grammar)

This is a 200-hour, one hour a day, five days a week, course which includes presentations on the fundamentals of Russian grammar along with a vocabulary of general as well as technological, economic, and political terms. The objective is to give the student the tools (both grammar and vocabulary) which will enable him to read and understand, with the aid of a dictionary, Russian political-economic literature at the "1" level.

¹ This is a continuing course and students with appropriate S and R proficiency levels may join any of the several groups which meet one-half hour per day five days a week.

RUSSIAN 754 (Russian Reading Level I)

This is a 200-hour, one hour a day, five days a week, course designed to achieve a "2" level of proficiency in reading. This course represents a continuation of the Russian Grammar course, which is considered pre-requisite to enrollment in this course. Equivalent knowledge of Russian gained by other means will suffice for entrance to this course. Readings include history, literature, and economic geography.

RUSSIAN 755 (Economic and Political Reading - Russian Reading Level II)

This is a two-semester (100 hours per semester), one hour a day, five days a week, course designed to achieve a "3" level of proficiency in reading (with the aid of a dictionary). This course is a continuation of Russian Reading Level I (Russian 754) which is considered a prerequisite to enrollment. Equivalent knowledge of Russian gained by other means will suffice for entrance to this course. The readings consist of articles from current Soviet economic and political journals and newspapers.

RUSSIAN 756 (Advanced Economic and Political Reading)

This is a two-semester (60 hours per semester), three hours per week (one hour each day) M-W-F course designed to achieve a "3+" level of proficiency in reading (with the aid of a dictionary). This course is a continuation of Russian 755 which is considered a prerequisite. This course consists of reading and analyzing Russian texts from the standpoint of grammar, thus serving as a comprehensive review of grammar.

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RUSSIAN 757 (Readings in Geography of the USSR)

This is a two-semester (40 hours per semester), one hour a day, three times a week course presenting readings in the economic and physical geography of the USSR. The Russian Grammar course (Russian 753) is considered a prerequisite to enrollment. Equivalent knowledge gained by other means will suffice for admission to this course.

RUSSIAN 758 (Readings in Science and Technology)

This is a 200-hour, one hour a day, five days a week, course designed to achieve a "2" level of proficiency in reading, with emphasis on scientific and technical vocabulary. This course represents a continuation of Russian Grammar course (Russian 753), which is considered a prerequisite to enrollment. Equivalent knowledge gained by other means will suffice for admission to this course. The course presents readings from Soviet scientific and technical journals, with the students for the most part selecting articles which are in their own field of scientific interest.

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SERIES 760 COURSES
(Part-Time Spanish)
(Given at Headquarters)

SPANISH 761 (Beginning Spanish)

This is a reading, speaking, understanding (RSU) part-time course primarily for secretaries, intelligence assistants, and support personnel who will be assigned abroad. The emphasis is on oral skills, although simple reading texts and newspaper articles are introduced when appropriate. Students will cover the major grammatical points, develop basic conversational skills, and learn to read and translate simple prepared texts.

SPANISH 762 (Beginning Spanish - Reading)

This course covers the essentials of Spanish grammar and newspaper vocabulary. Students will practice reading and translating simple texts and newspaper articles on political, economic, and military subjects. The objective is to give a student who has no previous knowledge of Spanish the tools with which to read and translate.

SPANISH 763 (Advanced Spanish)

Prerequisite: S-2 proficiency and an interview with the instructor. This is a reading, speaking, and understanding (RSU) part-time course for those who wish to refresh and/or review oral Spanish. The course includes a review of grammar, oral drill, and free conversation.

SPANISH 764 (Advanced Spanish - Reading)

Prerequisite: R-2 proficiency and an interview with the instructor. This course is intended to improve student's skills in reading, understanding, and translating difficult newspaper articles and texts. The course includes grammar review and practice in translating. Emphasis will be on newspaper vocabulary and usage.

NOTE: Outside study is required to obtain the maximum benefits of these courses. Only those who are able to devote this additional time and able to maintain an excellent attendance record should apply.

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SERIES 770 COURSES
(Part-Time French)
(Given at Headquarters)

FRENCH 770 (Beginning French)

This is a reading, speaking, understanding (RSU) part-time course primarily for secretaries, intelligence assistants, and support personnel who will be assigned abroad. The emphasis will be on oral skills, although simple reading texts and newspaper articles will be introduced when appropriate. Students will cover the major grammatical points, develop basic conversational skills, and learn to read and translate simple prepared texts.

FRENCH 771 (Beginning French - Reading)

This course covers the essentials of French grammar and newspaper vocabulary. Students will practice reading and translating simple texts and newspaper articles on political, economic, and military subjects. The objective is to give a student who has no previous knowledge of French the tools with which to read and translate.

FRENCH 772 (Advanced French)

Prerequisite: S-2 proficiency and an interview with the instructor. This is a reading, speaking and understanding (RSU) part-time course for those who wish to refresh and/or review oral French. The course includes a review of grammar, oral drill, and free conversation.

FRENCH 773 (Advanced French - Reading)

Prerequisite: R-2 proficiency and an interview with the instructor. This course is intended to improve the student's skills in reading, understanding, and translating difficult newspaper articles and texts. The course includes grammar review and practice in translating. Emphasis will be on newspaper vocabulary and usage.

NOTE: Outside study is required to obtain the maximum benefits of these courses. Only those who are able to devote this additional time and able to maintain an excellent attendance record should apply.

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SERIES 780 COURSES

(Part-Time Chinese)

(Given at Headquarters)

CHINESE 781 (Beginning Chinese - Reading)

This is a course for students with little or no prior training in Chinese. After a brief introduction to spoken Chinese, the emphasis will shift to the written language. The students will be given practice in identifying, reading, and writing Chinese characters, and in reading and translating simple sentences using basic Chinese structures. The course meets one hour daily for 40 weeks.

CHINESE 782 (Newspaper Chinese)

This course is designed to provide an introduction to the reading of Chinese newspapers using both Nationalist and Communist sources. The emphasis will be on reading comprehension, translation, and the use of reference sources for these purposes. The course meets one hour daily for 40 weeks.
Prerequisite: Successful completion of Chinese 781 or a familiarity with 800 - 1000 Chinese characters based on a proficiency test.

CHINESE 783 (Chinese Conversation) - Level 2

This course is designed for the systematic development of conversational skills for students already able to carry on genuine, though not sustained, conversation. Emphasis is placed on the proper use of basic patterns and the improvement of fluency in the discussion of everyday topics with a gradual progression to more difficult topics. The course meets one hour daily for 40 weeks.
Prerequisite: A tested "2" speaking proficiency and interview with the instructor.

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CHINESE 784 (Chinese Conversation) - Level 3-

This course is designed to develop conversational skills through the mastery of complex structures and systematic vocabulary building. Aural comprehension will be developed through the use of VOA tapes and discussions of Chinese cultural, political, and social topics. The course meets one hour daily for 40 weeks. Prerequisite: A tested "3" speaking proficiency and an interview with the instructor.

CHINESE 785 (Chinese Conversation) - Level 4

This is a course in advanced Chinese conversation designed to enhance or maintain a high level of conversational fluency to enable the student to speak the language with confidence. Students will be expected to make statements or lead discussions on current developments in foreign and domestic matters. VOA tapes and other materials will be used to enhance aural comprehension. The course meets one hour daily for 40 weeks. Prerequisite: A tested "4" speaking proficiency and an interview with the instructor.

NOTE: Outside study is required to obtain the maximum benefits of these courses. Only those who are able to devote this additional time and to maintain an excellent attendance record should apply.

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APPENDIX A

LANGUAGE PROFICIENCY RATINGS

Attached are the criteria which an Agency employee must satisfy in order to be rated at a particular proficiency level. The demonstrated (tested) ability of an individual to cope with the criteria for each level will be the determining factor in rating his proficiency. The levels described are based upon a relative scale of 0 through 5, where 0 reflects no practical proficiency and 5 equates with an educated native-born individual.

The rating scales described have been developed to provide a meaningful method of characterizing the desired language skills of Agency personnel. Unlike academic grades, which measure the achievement in mastering the content of a prescribed course, the ratings are based on the absolute criterion of the command of an educated native speaker of the language.

The definition of each proficiency level has been worded so as to be applicable to every language; obviously the amount of time and training required to reach a certain level will vary widely from language to language, as will the specific linguistic features of the language involved. With this reasoning, persons with a "3" (Intermediate) rating in both Chinese and French, for example, should have approximately equal linguistic competence in the two languages. In the upper levels, stress is placed on accuracy of structure, precision of vocabulary sufficient to be both acceptable and effective in dealings with the educated citizen of the foreign country, and cultural nuances, as well as fluency.

All ratings except the "5" level may be modified by a plus (+), indicating that proficiency substantially exceeds the minimum requirements for the level concerned but falls short of those for the next higher level.

ORAL/AURAL SKILLS
(S)

<u>Level</u>	<u>An individual must be able to:</u>
1 (Slight)	Satisfy minimum courtesy requirements, usually with frequent errors and with sharply limited vocabulary; handle simple situations of daily life and travel, such as getting temporary lodging, asking and giving simple directions, ordering a plain meal, and making purchases; pronounce the language at least well enough to be understood by a native speaker accustomed to dealing with foreigners; understand simple questions and statements, allowing for slowed speech, repetition, or paraphrase.
2 (Elementary)	Satisfy routine social demands, such as formal introductions and casual conversations about current events, work, and autobiographical information; converse confidently, if not with facility, with people he deals with in the course of daily activities; use basic construction accurately, with acceptable weaknesses in more complex structures and some deficiencies in vocabulary; pronounce the language generally intelligibly, though occasionally producing misunderstood words or phrases; get the gist of most conversations on general subjects which require no specialized knowledge.
3 (Intermediate)	Speak with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations in social, professional, and other daily situations; respond in unfamiliar situations with reasonable ease, using a vocabulary broad enough so that he rarely has to grope for a word; speak with good control of grammar, making occasional minor errors which do not interfere with communication; pronounce the language with an accent which, though obviously foreign, is always understandable; comprehend most of what is said at normal conversational rate of speech.

- 4 (High) Use the language fluently, idiomatically, and accurately in all non-technical situations, with extensive and precise vocabulary, nearly perfect grammar, and an accent closely approximating that of native-born speakers; understand the content of all conversations and formal presentations within the range of his experience, missing only those further refinements mentioned in the "5" category.
- 5 (Native) Use the language in a manner equivalent to that of an educated native-born speaker; speak fluently and accurately in all practical and social situations, and freely and idiomatically in his special fields; understand all non-technical conversations and formal presentations, as well as technical discourse in his field. His speech on all levels will be fully accepted in all of its features, including breadth of vocabulary, idioms, colloquialisms, and pertinent cultural references.

READING COMPREHENSION
(R)

<u>Level</u>	<u>An Individual must be able to:</u>
1 (Slight)	Read basic material consisting of uncomplicated sentences and phrases concerning common every-day activities.
2 (Elementary)	Read factual material on non-technical subjects, such as simple news stories and routine correspondence; comprehend the most commonly used structures and idioms.
3 (Intermediate)	Read most newspaper items, as well as social, political, and economic material written for the general public; comprehend the more complex structures and low-frequency idioms with some difficulty.
4 (High)	Read difficult prose on general subjects, such as editorials; read all styles and forms of the language except those further refinements included in the "5" category.
5 (Native)	Except for highly specialized or technical material, read anything in the language, including subtleties, innuendoes, literary allusions, slang, and newspaper headlines.